UTAH ATE SKILL CERTIFICATION SPREADSHEET AND DATABASES
BUSINESS EDUCATION   TEST #252

This list is not intended to be a comprehensive list of spreadsheet and database terms. Terminology included in the Computer Technology curriculum for spreadsheets should be reviewed in this course.

Vocabulary List

<u>Spreadsheet Terms</u>
Autofill
If function
Absolute cell references
Relative cell references
Range
Wrap text
MIN, MAX, SUM, AVERAGE, COUNT
VLOOKUP, HLOOKUP
Order of Operations
AutoFormat
Paste Options
Smart Tags
Filter
Subtotal

<u>Database Terms</u>
Relational Database
Database Management System (DBMS)
Field
Record
Table
Form
Query
Primary Key
Redundancy
Wildcards - * and ?
Run
Controls – Bound and Unbound
=Now( )